

**State of Utah**  
**Department of Public Safety**  
**APPLICATION FOR PRIVATE INVESTIGATOR LICENSE**



## INSTRUCTIONS

### WHO MAY APPLY

You may apply for a private investigator license if you are:

- at least 21 years of age,
- a citizen or legal resident of the United States, and
- of good moral character.

### WHERE TO APPLY

Bureau of Criminal Identification  
3888 West 5400 South  
Box 148280  
Salt Lake City UT 84114-8280  
(801) 965-4445

### HOW TO APPLY

Answer all questions in the application by typing or clearly printing in ink. Attach all documentation required. The application must be signed and notarized.

### COST TO APPLY

- An application fee of \$200.00 for an *agency license*. This fee will license one private investigation agency and the owner or primary investigator of that agency.
- An application of \$100.00 for a *registrant or apprentice license*.
- In addition to the application fee, a *non-refundable* F.B.I. fee of \$30.25 per applicant must be submitted with each application.

**NOTE:** The Bureau will accept cash, check, money order or credit cards. Credit card payment **must include the 3 digit control number from the back of the card**. Make check or money order payable to the "Utah Bureau of Criminal Identification". There will be a \$20.00 service charge for returned check. **DO NOT SEND CASH IN THE MAIL**

### WHAT YOU NEED TO APPLY

Include the following documents:

- **PHOTOGRAPHS:**
  - Two 2" x 2" color photographs, of passport quality, taken within 90 days of this application.
- **PHOTOCOPY OF YOUR DRIVERS LICENSE OR STATE ISSUED IDENTIFICATION CARD.**
- **FINGERPRINTS:**
  - Two (2) completed fingerprint cards (available at the Bureau). You may contact your local police department or sheriff's office for assistance. The Bureau does offer fingerprinting services at a cost of \$13.00.

- **SURETY BOND INFORMATION:**

- A surety bond in the amount of \$10,000 is required for each applicant. The bond should reference section 53-9-109, and must remain in force throughout the license period. ***Please attach a copy of the bond.***

- **DOCUMENTATION OF YOUR EXPERIENCE AND QUALIFICATIONS:**

**Agency License:**

- The applicant must have at least 2,000 hours of investigative experience. Attach a verified statement of your experience to the application.
- Include a certificate of workers' compensation insurance.

**Registrant License:**

- The applicant must have at least 1,000 hours of investigative experience. Attach a verified statement of your experience to the application.

**Apprentice Applicant:**

- An apprentice must work for a licensed private investigation agency.

**NOTE:** *All attachments must be printed or typed to ensure legibility.*

### APPLICATION PROCESSING

- Once the Bureau receives your application, a background investigation will be conducted.
- The application will then be reviewed by the Private Investigator Hearing and Licensure Board for recommendation of issuance.
- Please allow 90 days for processing your completed application. Do not call the Bureau regarding the status of your application unless you have not received notification within this time frame.

### WARNING

***Falsification of any information in this application may result in denial or revocation of a license and possible criminal prosecution.***

**Applications will be accepted from 8:00 a.m. until 4:30 p.m. at the Bureau office. You may also apply by mail.**



**State of Utah**  
**Department of Public Safety**  
**APPLICATION FOR PRIVATE INVESTIGATOR LICENSE**



**Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.**

Your application will *not* be processed unless this form is completely filled out and all applicable questions have been answered.

Be sure to provide all supporting documents and two full sets of fingerprints. Enclose the appropriate fee amount in the form of cash, check, money order or credit card. Check should be made payable to "Utah Bureau of Criminal Identification".

**FEES ARE NON-REFUNDABLE**

☐ Agency License - \$230.25      ☐ Registrant License - \$130.25      ☐ Apprentice License - \$130.25

Note: *fee includes \$30.25 F.B.I. fee.*

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

PREVIOUSLY USED NAME(S) (Maiden, etc.) \_\_\_\_\_

SSN# \_\_\_\_\_ BOND# \_\_\_\_\_ EXPIRATION \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

MAILING ADDRESS (IF DIFFERENT FROM STREET ADDRESS) \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ DRIVER LIC # / STATE \_\_\_\_\_ / \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ SEX \_\_\_\_\_

ARE YOU A UNITED STATES CITIZEN? \_\_\_\_\_ IF "NO" ENTER YOUR ALIEN REGISTRATION # \_\_\_\_\_

**ALL APPLICANTS:** Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted including expunged and juvenile court records. If you answer "Yes" to any question, attach documentation explaining your answer.

- ☐ Yes   ☐ No   Have you ever been convicted of a felony?
- ☐ Yes   ☐ No   Have you ever been convicted of any act involving illegally using, carrying, or possessing a dangerous weapon?
- ☐ Yes   ☐ No   Have you ever been convicted of any act of personal violence?
- ☐ Yes   ☐ No   Have you ever been convicted of any act constituting dishonesty or fraud?
- ☐ Yes   ☐ No   Have you ever been convicted of any act involving moral turpitude? (i.e., theft, shoplifting, sex crimes, etc.)
- ☐ Yes   ☐ No   Are you currently on probation, parole, or named in an outstanding arrest warrant?
- ☐ Yes   ☐ No   Have you ever been licensed as a private investigator in another state or jurisdiction?
- ☐ Yes   ☐ No   If you were previously licensed as a private investigator in another state or jurisdiction, were you ever charged with a civil or criminal violation that resulted in disciplinary action against your license?

**ALL AGENCY APPLICANTS:** Provide information below regarding the private investigator agency for which you will work.

AGENCY NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

AGENCY ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

MAILING ADDRESS (If different) \_\_\_\_\_  
(Street) (City) (State) (Zip)

**ALL APPLICANTS: Please read and sign the statement below. Your signature must be NOTARIZED to complete this form.**

I, \_\_\_\_\_, hereby certify that the statements contained herein are true and correct to the best of my knowledge. I understand that if I knowingly make any false statements herein, I am subject to the penalties prescribed by law. I do hereby authorize the release of any and all information in the possession of any individual, law enforcement agency, firm, partnership, and public or private corporation, necessary to determine the validity and appropriateness of my application. In so doing, I release, exonerate, and hold harmless, any such individual, law enforcement agency, firm partnership, public or private corporation, the Utah Department of Public Safety, and the State of Utah, from any claim or cause of action which may or could result from the release of this information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**METHOD OF PAYMENT** (CHECK APPROPRIATE BOX)    Payment enclosed (check or money order only) ☐    Credit Card ☐

**Credit Card payment must include 3 digit control number found on the back of the credit card. There is a \$20.00 service charge for any returned check.**

**Credit Card Orders:**

☐ Visa    ☐ MasterCard

**Card Number**

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**3 digit control #**

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**Expiration Date**

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**Signature:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_